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| **Excel Project** | | | |
| **Directions:** Create your own Excel Workbook. Make a workbook that you will use in the future. The sky is the limit here. You will have to complete all of the mandatory items and choose 4 of the 5 variable items to get 100%! | | | |
|  |  |  | |
| **Mandatory:** | | | **Completed?** |
| Create a workbook (needs to be saved as *“SomethingUnique-YourName.xlsx”*) | | |  |
| Present your workbook to the class | | |  |
| Submit your workbook online | | |  |
| Have at least 3 unique formulas (Unique means not filled or copied) | | |  |
| 1 Formula needs to be filled | | |  |
| Have 1 Chart | | |  |
| Have a SUM Function | | |  |
| Have an AVERAGE Function | | |  |
| Workbook must look professional (Add Colors, Borders, etc.) | | |  |
| Workbook must solve a problem or help you be more productive | | |  |
| **Items Completed out of 10:** | | |  |
|  | | |  |
| **Variables: (4 out of 5)** | | | **Completed?** |
| Add an Absolute Reference (using fill) | | |  |
| Calculate Dates | | |  |
| Find the largest or smallest function | | |  |
| Create Header or Footer | | |  |
| Set a Print Area | | |  |
| **Items Completed out of 5:** | | |  |

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